**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**TUESDAY, MARCH 26, 2019**

**Call to Order:** 6:40 pm.

**Present:** MaryBeth Ditoro, Chair; Deb Munson, Treasurer; Mary Richardson, Co-Treasurer;

Kandy Knowlton, Director; and Mary Jennings, Secretary.

**Review and Approval of Agenda:** Motion to accept (Mary J), Seconded (Mary R).

**Secretary’s Report:** Motion to accept (Mary R), Seconded (Deb).

**Director’s Report:** Motion to accept (Deb), Seconded (Mary J).

**Donations and Contributions:** Included in Director’s Report.

**Treasurer’s Report:** Motion to accept (Mary J), Seconded (Deb).

**Approval of Expenditures and Incoming Checks:**

**Monthly Statistics:** Included in Director’s Report.

**Motion to go into Executive Session and do the meeting out of order per**

**RSA 91-A:3, II (a):** Motion to accept (Deb). Seconded (Mary J) – 7:13 pm.

**Adjournment of Executive Session –** 7:59 pm.

**Unfinished Business:**

 **The CPL Foundation:** The Foundation will be having a “Wall of Money” fundraiser at the

 Small Business Fair this Saturday, March 30, 2019 at the MPR.

 **Renovation:** Discussed the bid process. Kandy has been doing walk throughs with the

 Contractors and answering their many questions. She has been contacting the appropriate

 people or departments when she has a question she can’t answer.

**New Business:**

 **Computers:** Discussed the need to upgrade or replace our computers due to Microsoft no

 longer supporting Windows 7 as of January 2020.

 **Grants:** Discussed NH State Council of the Arts grant for use towards our renovation.

 **May Conference for the NH Library Trustees:** Check your email for dates and times.

 **Per the Fair Labor Standards Act, Kandace Knowlton, Director is eligible to receive**

 **overtime compensation for this fiscal year for hours worked over 40 hours.** Motion to

 accept (Deb). Seconded (Mary J).

**Plan next Month’s agenda.**

**Meeting Adjourned:** 8:30 pm.

**Next Meeting:** Tuesday, April 16, 2019 @ 6:30 m.

**Submitted by:** Mary Jennings, Secretary.